

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

2018 SEP -4 PM 12:10

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Red River Valley Sugar Beet Education Foundation, Inc.

Travel date(s): 8/29/18 - 8/31/19

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$716 airfare local bus transportation = \$79 each per guest	\$198 + tax	\$146	\$22 meeting room

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): (agenda page attached)

9/4/18
(Date)

Adam D. Schiff
(Printed name of traveler)

Adam D Schiff
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/4/18
(Date)

Tina Smith
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Adam D. Schiff

Employing Office/Committee: Senator Tina Smith

Private Sponsor(s) (list all): Red River Valley Sugar beet Education Foundation, Inc.

Travel date(s): 8/29/18 - 8/31/18

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Grand Forks, ND

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the Senator's Agriculture policy advisor, the trip will educate the traveler on the sugarbeet industry.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/25/18
(Date)

Adam D Schiff
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tina Smith hereby authorize Adam D. Schiff
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/25/18
(Date)

Tina Smith
(Signature of Supervising Senator/Officer)

Schiff, Adam (Smith)

From: Duane Maatz <dmaat@rrvsga.com>
Sent: Friday, June 22, 2018 2:17 PM
To: Schiff, Adam (Smith); Ouellette, Carson (Smith); Sunde, Paula (Smith)
Subject: Sugarbeet Education Foundation Invitation
Attachments: Ed Foundation invitation Fall 2018 aug 29 to 31 postcard.jpg

Adam / Carson / Paula,

We are approaching the time when we need to solidify the attendee list for our Sugarbeet Foundation Tour. Please see the attachment / below. This year, we will tour in the Grand Forks, ND / East Grand Forks, MN area.

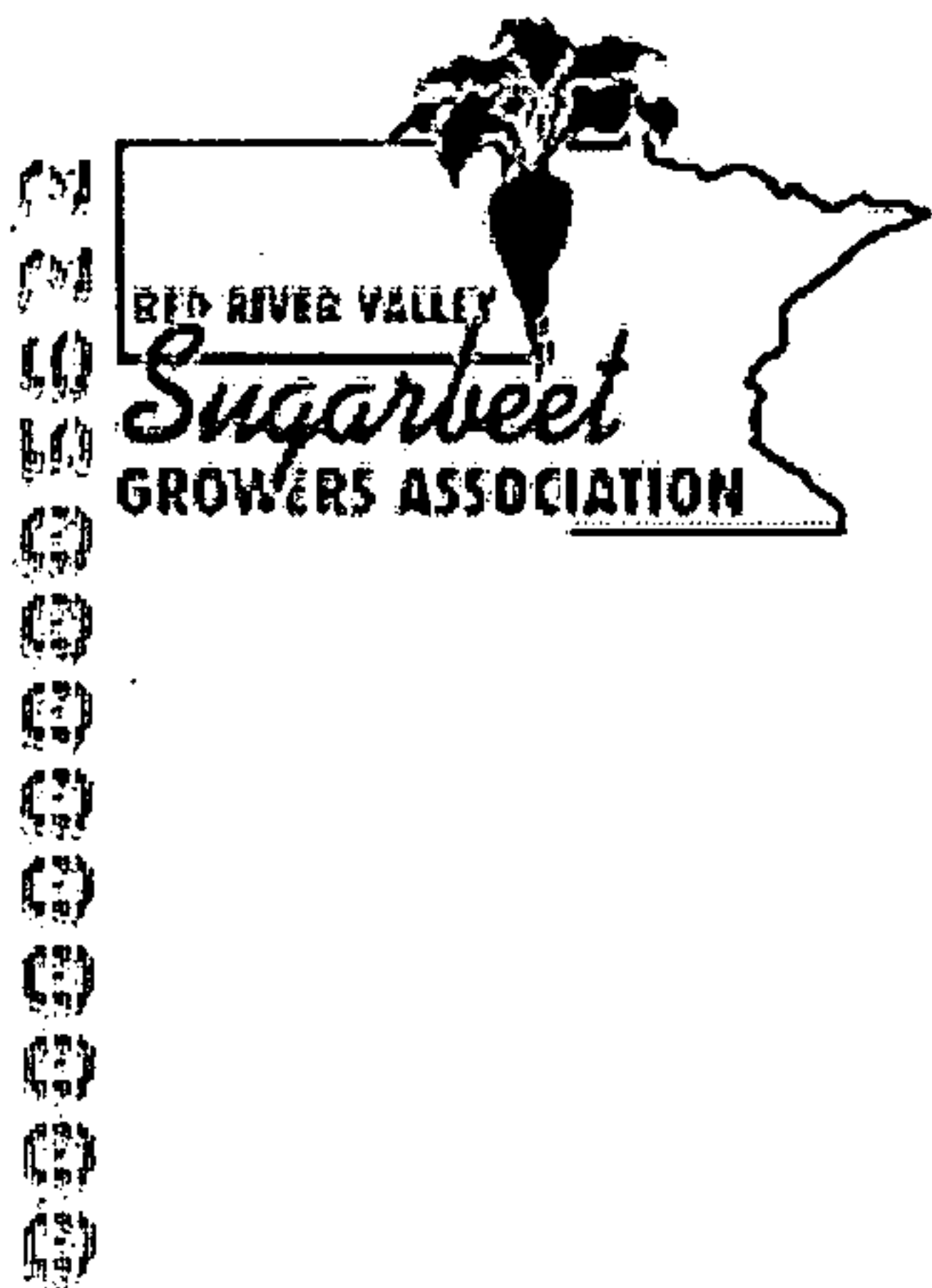
If you plan to attend, my office needs to have a commitment by July 6 so we can provide the information you need to start the Ethic Committee submission process. Ethics Committee requirements include final approval 30 days prior to travel (before July 29).

Please make the necessary internal requests at this time and notify us when an attendance decision has been made (by July 6).

Thank you for your consideration.

Please contact me with your questions,

Duane Maatz
Executive Director, RRVSGA
1401 32nd St., SW
Fargo, ND 58103
(W) 701-239-4151
(C) 701-261-1959
dmaatz@rrvsga.com





1401 32nd Street SW - Fargo, North Dakota 58103

Please join us for . . .

Duane Maatz

dmaatz@rrvsga.com

Kirsten Stibbe

kirsten@rrvsga.com

SUGAR 101: The Industry A - Z

Wednesday August 29th, 2018

- Reception / Dinner / Industry Overview

Thursday August 30th, 2018

- Farm Harvest

- Piling Station / Storage

- Processing Plant & Packaging

- Dinner / Industry Panel

Friday August 31st, 2018

- Technology Day

- Research

- Seed Development

- Integrated Technology

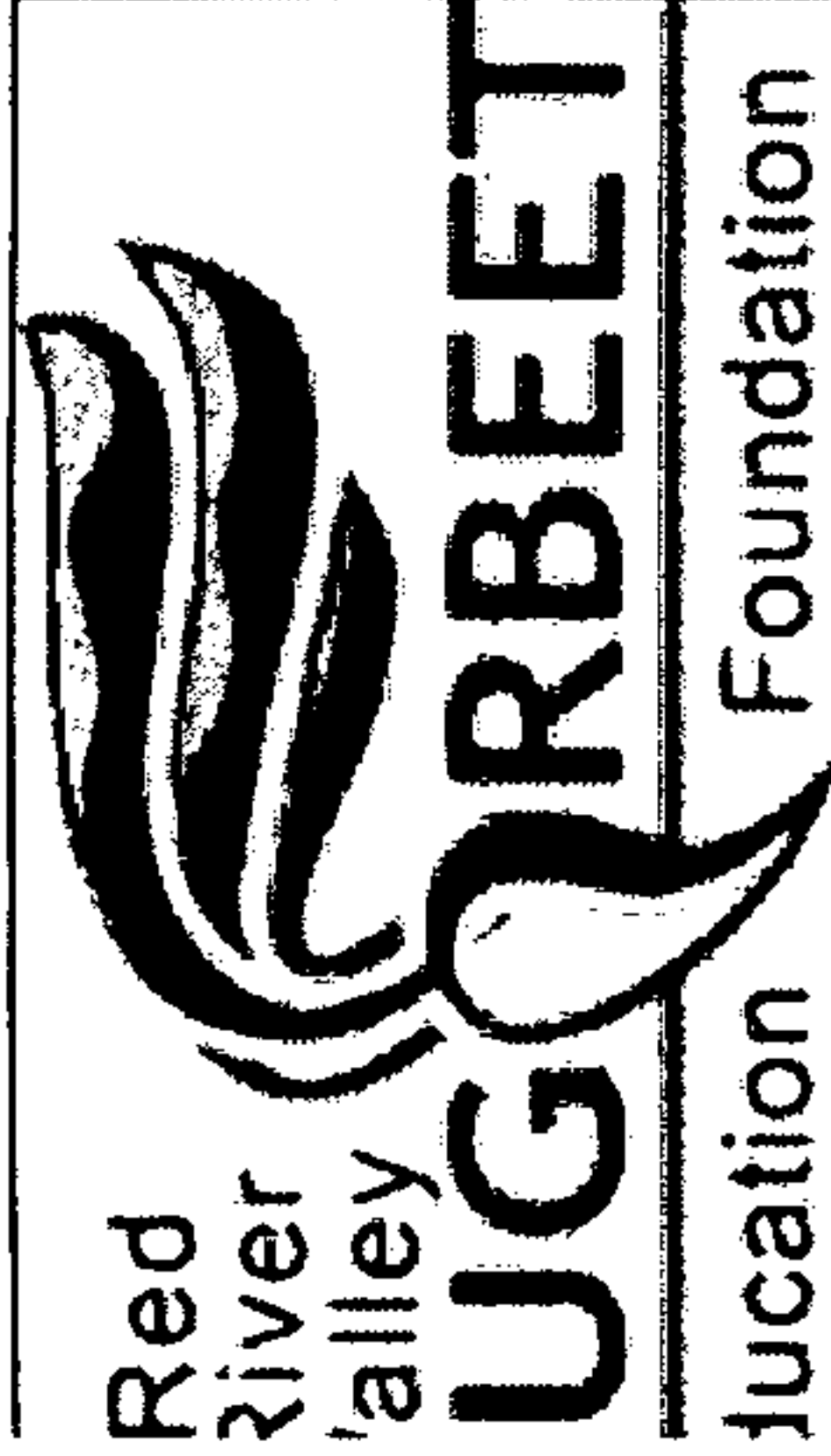
- Equipment Assembly

- Lunch / Educational Seminar Wrap Up

- * Reasonable and necessary trip expenses are provided by the Red River Valley Sugarbeet Education Foundation.
- * Please reply to confirm your interest and intentions in attending our Educational Program in the Red River Valley

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1401 32nd Street SW - Fargo, North Dakota 58103 701.239

Please join us for . . .

Duane Maatz dmaatz@rrvsga.com 701.261
Kirsten Stibbe kirsten@rrvsga.com 701.239

SUGAR 101: The Industry A - Z

Wednesday August 29th, 2018

Reception / Dinner / Industry Overview

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Farm Harvest
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Technology Day.
- Research
- Seed Development
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Lunch / Educational Seminar Wrap Up

Reasonable and necessary trip expenses are provided by the Red River Valley Sugarbeet Education Foundation
Please reply to confirm your interest and intentions in attending our Educational Program in the Red River Valley

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Red River Valley Sugarbeet Education Foundation, Inc.
2. Description of the trip: This trip is designed to teach participants aspects regarding sugarbeet farming, storage, processing and the related science.
3. Dates of travel: 8/29/2018 - 8/31/2018
4. Place of travel: Travel will be from Washington, D.C. to Grand Forks, N.D. round trip
5. Name and title of Senate invitees: Adam Schiff - MN Senator Tina Smith
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *dé minimis* lobbyist involvement.
– AND –
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Red River Valley Sugarbeet Education Foundation, Inc. is the sole sponsor of this trip and is responsible for organizing and conducting the activities during the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Red River Valley Sugarbeet Education Foundation, Inc. was formed to educate interested persons about the sugarbeet industry. This trip is designed to teach participants aspects regarding sugarbeet farming, storage, processing and the related science via on site visits to farms, and processing plants.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is our third educational tour that the Red River Valley Sugarbeet Education Foundation has sponsored. The first tour was conducted in October of 2016. The second tour was conducted in August of 2017.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Red River Valley Sugarbeet Education Foundation has participated in local farmer,

elementary school students, and teacher educational programming as well as educating congressional

staffers regarding the sugarbeet industry.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$716 airfare local bus transportation = \$79 each per guest	\$198 + tax	\$146	\$22 meeting room

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged and organized specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

The trip is located in the Red River Valley because this area is the primary headquarters of our sugarbeet industry.

19. Name and location of hotel or other lodging facility:

Hilton Garden Inn - Grand Forks, N.D.

20. Reason(s) for selecting hotel or other lodging facility:

The Hilton Garden Inn was selected due to it's convenient location with affordable hotel room rates plus meeting rooms that could accomodate the group. This was the least expensive room rate available in Grand Forks for the dates of the trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging exceed the Federal Government rate by \$6 per night. This was the least expensive room rate available for the conference dates. Meals provided to trip participants fall within the maximum per diem rates for the official Federal Government travel stipulations.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Airfare - coach class

Locally - bus transportation on the tour

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Duane Maatz - Executive Secretary

Name of Organization: Red River Valley Sugarbeet Education Foundation, Inc.

Address: 1401 32nd Street SW - Fargo, ND 58103

Telephone Number: 701.239.4151

Fax Number: 701.239.4276

E-mail Address: dmaatz@rvsga.com

(b) (5) DPP, (b) (5) ACP, (b) (5) ADP, (b) (5) EAP, (b) (5) FAP, (b) (5) GAP, (b) (5) HAP, (b) (5) IAP, (b) (5) JAP, (b) (5) KAP, (b) (5) LAP, (b) (5) MAP, (b) (5) NAP, (b) (5) OAP, (b) (5) PAP, (b) (5) QAP, (b) (5) RAP, (b) (5) SAP, (b) (5) TAP, (b) (5) UAP, (b) (5) VAP, (b) (5) WAP, (b) (5) XAP, (b) (5) YAP, (b) (5) ZAP

Topics will include: a question and answer session to discuss each of the components of our tour . . . soil conditions, harvest temperatures and weather, harvest equipment, local economic impact of the sugarbeet industry, beet storage, packaging, manufacturing and research.

Red River Valley Sugarbeet Education Foundation Tour Invitees 2018

Adam Schiff, Leg Aide
MN Senator Smith
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Iowa Cong. Blum
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Kellie Adesina, Leg. Council
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MN Cong Peterson, House Ag Committee
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Mike Stranz, Ag. Rep, House Ag Committee
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Brian Werner, Leg Asst.
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Joanna Wilde Joanna.Wilde@rma.usda.gov

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